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NASA Procedural Requirements

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COMPLIANCE IS MANDATORY

NASA Telework Program

Responsible Office: Office of Human Capital Management

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Preface

P.1 Purpose

- a. NASA's Telework Program is designed to provide a strategy to facilitate continuity of operations during emergency situations, reduce business costs, environmental impact and transit costs, and enhance work-life balance for employees.
- b. Telework arrangements can benefit both managers and employees in the following ways: enhance the recruitment and retention of a high-quality diverse workforce; assist in providing reasonable accommodations to individuals with disabilities, including employees who have temporary or continuing health conditions; provide for the continuity of operations during national or regional emergencies; reduce transportation-related stress and costs; improve morale by allowing employees to balance work and family demands; and encourage the highest employee productivity toward the accomplishment of the Agency's mission.
- c. This directive establishes the procedures and responsibilities for conducting the Agency Telework Program in accordance with the Telework Enhancement Act of 2010, which is codified in 5 U.S.C. Chapter 65. Center Human Resources Offices (HROs) should be consulted for further information and guidance.

P.2 Applicability

- a. This directive is applicable to NASA Headquarters and NASA Centers, including NASA's Component Facilities and Technical and Service Support Centers.
- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- c. Any reference to Center Director(s) or Centers includes the Executive Director, Headquarters Operations and the Executive Director of the NASA Shared Services Center (NSSC).
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.
- e. The Office of Inspector General has statutory independence and may create a separate telework program that more effectively meets its mission requirements.

P.3 Authority

Telework, 5 U.S.C. Chapter 65.

P.4 Applicable Documents and Forms

- a. Federal Employees Compensation Act (FECA), 5 U.S.C. Chapter 81.
- b. Executive Agencies Telework Requirement, 5 U.S.C. § 6502 (a) and (b).
- c. Training and Monitoring, 5 U.S.C. 6503.
- d. Telework Managing Officer, 5 U.S.C. 6505.
- e. The Telework Enhancement Act of 2010, Public Law 111-292.
- f. Determining an Employee's Official Worksite, 5 CFR 531.605.
- g. NPD 1382.17, NASA Privacy Policy.
- h. NPD 2540.1 Personal Use of Government Office Equipment Including Information Technology.
- i. NPR 1382.1, NASA Privacy Procedural Requirements.
- j. NPR 1441.1, NASA Records Retention Schedules.
- k. NPR 2810.1, Security of Information Technology.
- l. NPR 3713.1, NASA Policy on Reasonable Accommodations.
- m. NPR 4200.1, NASA Equipment Management Procedural Requirements.
- n. NPR 8715.1, NASA Occupational Safety and Health Programs.

P.5 Measurement/Verification

The Assistant Administrator for Human Capital Management (AA, HCM) shall establish Agency goals and reporting requirements to monitor and evaluate the effectiveness of NASA's Telework Program in accordance with 5 U.S.C. Chapter 65, specifically with regard to increasing participation to the extent practicable and actions to identify and eliminate barriers to maximizing telework opportunities.

P.6 Cancellation

NPR 3600.2, NASA Telework Program, dated January 6, 2010.

Chapter 1. General

1.1 On December 9, 2010, Congress enacted Public Law 111-292, the Telework Enhancement Act of 2010. The Act, codified in 5 U.S.C. Chapter 65, requires agencies to establish a telework policy, determine employee eligibility, notify employees of their eligibility, use written telework agreements, provide telework training, and incorporate telework into Agency contingency plans.

1.2 Many of the provisions of the Act were already established in NASA's Telework Program. This directive incorporates new requirements associated with the implementation of the Act, including:

- a. Mandatory training for employees who are new to telework.
- b. Eligibility restrictions on employees who have been disciplined for certain offenses.
- c. Annual reporting requirements on the impact of telework on emergency readiness, energy use, recruitment and retention, performance, productivity, and employee attitudes and opinions regarding telework.

1.3 Eligibility for telework does not confer an entitlement to telework. Participation is voluntary and subject to supervisory approval based on the needs of the organization to perform its mission. Eligibility requirements are contained in chapter 3.

1.4 The following telework options are available:

- a. Routine Telework - Work performed at an alternative worksite (normally the employee's residence) on a recurring schedule (e.g., one or more days per week or pay period).
- b. Situational Telework - Work performed at an alternative worksite on an occasional, one time, or irregular basis.

Chapter 2. Responsibilities

2.1 Administrator

2.1.1 The Administrator shall appoint the Agency Telework Managing Officer in accordance with the provisions of the Telework Enhancement Act (5 U.S.C. 6505.)

2.2 Assistant Administrator for Human Capital Management (AA, HCM)

2.2.1 The AA, HCM shall:

- a. Ensure that the Agency Telework Program and this directive comply with 5 U.S.C. Chapter 65.
- b. Ensure telework training is available and accessible to the workforce, including supervisors of teleworkers.
- c. Develop and implement an Agency-wide Telework Agreement.

2.3 Telework Managing Officer (TMO)

2.3.1 The TMO shall serve as NASA's Telework Program key advisor and policy developer and perform the duties outlined in the Act (5 U.S.C. 6505).

2.4 Chief Information Officer (CIO)

2.4.1 The CIO shall provide the information infrastructure and tools that support and enable the workforce to effectively perform their assigned duties while in a telework status at an approved alternative worksite.

2.5 Officials-in-Charge of Headquarters Offices (OICs) and Center Directors

2.5.1 OICs and Center Directors shall:

- a. Ensure that subordinate managers and supervisors fully support and encourage telework as an alternative work arrangement for eligible employees.
- b. Ensure that all eligible employees have the opportunity to participate in the Telework Program to the maximum extent possible without diminishment in performance or negative impact to the Agency's mission.
- c. Ensure procedures are in place for reporting data and analysis in accordance with the AA, HCM guidance.

2.6 Center Human Capital/Human Resources Directors (HC/HRDs)

2.6.1 Center HC/HRDs shall:

- a. Implement a local Telework Program in accordance with the Telework Enhancement Act of 2010 (5 U.S.C. Chapter 65) and this NPR.
- b. Educate Center officials on the requirements of the Act and provide timely reports to the AA, HCM to meet the data collection requirements contained in the Act.
- c. Annually, or more frequently as required, evaluate their local Telework Program to assess participation trends against Agency goals and make program improvements, as necessary.

2.7 Supervisors

2.7.1 Supervisors shall:

- a. Determine employee eligibility to participate in the Telework Program in accordance with chapter 3 of this directive and document that determination in NASA's Web-based Time and Attendance Distribution System - WebTADs.
- b. Prior to approving an employee's request for telework using the Telework Agreement at Appendix C:
 - (1) Ensure WebTADs reflects that the employee is eligible to participate in the Telework Program.
 - (2) Ensure employees who began teleworking at NASA on or after December 9, 2010, have completed required telework training, available in the System for Administration, Training, and Educational Resources for NASA (SATERN).
 - (3) Use the Telework Agreement as a framework for discussion. The discussion should include:

- (a) Expectations on maintaining contact with the organization and customers while in a telework status.
- (b) Work assignments that are conducive for telework.
- (c) Equipment and technical support, including the handling of equipment problems.
- (d) Telework schedule.
- (e) Notification procedures for requesting situational (ad hoc) telework.
- (f) Requesting leave while in a telework status.
- (g) Recording telework hours in WebTADS.
- (h) Expectations for a teleworker in an emergency situation.
- c. Consult with the Center Equal Employment Opportunity (EEO) Office when an employee requests to telework based on the need for reasonable accommodation due to a disability or medical condition. (NPR 3713.1)
- d. Ensure that teleworkers utilize the same time and attendance rules as non-teleworkers, including procedures for requesting leave, overtime, or compensatory time.
- e. Ensure that telework hours worked by an employee are coded accurately to reflect use of telework prior to approving an employee's timesheet in WebTADS.
- f. Coordinate requests from employees to telework outside the employee's local commuting area with the Center's Office of Human Resources (OHR) in advance. Approval of a telework arrangement that results in a change to the employee's official duty location should only be considered when it is in the best interest of the Government. These arrangements impact pay, benefits, and reimbursements for relocation and travel. Teleworkers and their managers should discuss and consider the implications of long distance telework, so that everyone involved clearly understands the arrangement. This may require a supplemental agreement related to the telework arrangement to ensure NASA and the employee's interests are protected.
- g. Coordinate decisions to recruit for vacant positions that will allow remote telework with the Center's OHR for assistance to ensure (1) management's understanding of how this arrangement will work and (2) the vacancy announcement reflects such arrangements are available to all applicants.
- h. Terminate a Telework Agreement in accordance with Chapter 7 any time the telework arrangement fails to meet the needs of the organization or when an employee's eligibility changes based on the criteria in Chapter 3.
- i. Periodically, and/or as necessary, review an established Telework Agreement with the employee.
- j. Comply with the terms of the supervisor certification as specified in Appendix C.2 of this directive.
- k. Ensure that teleworkers and non-teleworkers are treated the same for purposes of job performance appraisals, work assignments and requirements, training/development, awards, advancement, reduction in grade, retention, removal, and other employment matters involving managerial discretion.

2.8 Employees

2.8.1 Employees shall:

- a. Complete telework training prior to establishing an agreement to participate in the telework program.
- b. Request approval to telework by completing the Telework Agreement request located in WebTADS; no other Telework Agreement is authorized.
- c. When a request to telework is based on the need for reasonable accommodation due to a disability or medical condition, contact their supervisor or Center EEO Office for assistance. (NPR 3713.1)
- d. Record telework hours worked with the appropriate labor code and telework designation code on their timesheets in WebTADS.
- e. Comply with the terms of the telework agreement as specified in Appendix C.1 of this directive.
- f. While teleworking, comply with Government-wide regulations and Agency policies and procedures for the safeguarding of information technology resources and information, including the appropriate use of removable media. (NPR 2810.1, NPD 1382.17, and NPR 1382.1)
- g. Adhere to all Agency and Center policies, procedures, security requirements, and property management regulations, concerning the removal and safeguarding of NASA property and equipment. (NPD 2540.1 and NPR 4200.1)
- h. Ensure a safe alternative worksite and follow proper safety practices at all times. (NPR 8715.1)

- i. Be accessible and available to the supervisor, organization, and customers during working hours while in a telework status.
- j. Understand that they may be required to report to their official worksite due to workload demands or other official purposes in lieu of scheduled telework with very little notice.
- k. Understand telework is not a substitute for dependent or elder care. However, telework can be valuable to individuals with care giving responsibilities. Employees may request and be approved to telework during the work day when they are not performing dependent or elder care responsibilities.

Chapter 3. Eligibility

3.1 Eligibility Requirements

a. All NASA employees are eligible to participate in the Telework Program with the following exceptions:

- (1) The position requires regular and recurring handling of classified materials. Note: employees whose duties primarily involve classified materials may telework to perform non-classified work assignments.
 - (2) The employee performs onsite activities on a daily basis that cannot be conducted at an alternative worksite.
 - (3) The employee's last performance rating of record was less than fully successful.
 - (4) The employee's conduct has resulted in disciplinary action within the last 12 months.
 - (5) The employee has been officially disciplined for absence without leave exceeding five days in a calendar year (5 U.S.C. § 6502(a)).
 - (6) The employee has been officially disciplined for violations of the standards of ethical conduct related to accessing pornography (5 U.S.C. § 6502(b)).
- b. Although the above criteria establishes when an employee is eligible to participate in the Telework Program, eligibility does not equate to an entitlement to telework. An employee's participation in the Telework Program is voluntary and subject to supervisory approval. A supervisor may deny an eligible employee's request to telework for mission-related reasons and when it is in the best interest of the organization, e.g., based on staffing needs.

Chapter 4. Training

4.1 Telework Training Requirements

4.1.1 Employees shall successfully complete telework training (5 U.S.C. 6503) (such as the training available in SATERN) before entering into a written Telework Agreement. This requirement is for employees and supervisors of teleworkers who began teleworking at NASA on or after December 9, 2010.

Chapter 5. Worksite and Equipment

5.1 Worksite/Duty Station

5.1.1 Generally, telework will be performed at an alternative worksite, such as the employee's residence or other location within the employee's local commuting area that is conducive to performing assigned duties. Telework may be performed at a Telework Center if available and approved, based on available funding and when determined to be mutually beneficial to both the Agency and the employee. The alternative worksite of an employee will not change the duty station unless:

- a. The alternative worksite is located outside the employee's local commuting area of the employee's duty station.
- b. The employee is not required to report at least twice within a biweekly pay period to their official worksite. In such cases, the employee's alternative worksite is the employee's duty station for purposes of pay, leave, and other benefits. (5 CFR 531.605)
- c. Any exception to the above will be approved by the supervisor, appropriately documented, and be temporary in nature such as one of the following:
 - (1) The employee is recovering from an injury or medical condition.
 - (2) The employee is affected by an emergency situation which temporarily prevents the employee from commuting to the regular official worksite. Note: As indicated in this directive at paragraph 2.7.1 f, supervisors shall consult with their OHR prior to approving requests for telework outside the employees' local commuting area to address whether the work can be performed remotely and issues associated with pay, benefits, travel, information security, and potential impact on the organization's travel funds. OHR will advise supervisors whether a supplemental telework agreement is necessary and confer with OGC/OCC, as necessary.

5.2 Equipment/Information Technology (IT)

5.2.1 To the extent permitted by Federal laws, regulations, and Agency policies and procedures, IT and/or communication equipment, software, etc., may be provided by the Agency to a teleworker. The equipment should be determined necessary for the performance of the employee's assigned duties, reasonably available, cost effective, and subject to the availability of funding.

5.2.2 When an employee has not been issued a Government cell phone, NASA officials may reimburse employees for telephone and data access. Employees are required to certify that all usage of such services is for official Government business.

Chapter 6. Workers' Compensation and Liability

6.1 Teleworkers are covered by the provisions of the Federal Employees' Compensation Act. On-the-job injuries or accidents will be brought to the immediate attention of the employee's supervisor and are subject to investigation.

6.2 The Agency is generally not liable for damages to the employee's real and/or personal property while the employee is working at the approved alternative worksite. Requests for advice and assistance regarding legal claims or other liabilities will be referred to the Office of the General/Chief Counsel.

6.3 The Agency assumes no responsibility for any operating costs, including home maintenance, insurance, personal equipment, or utilities (with the possible exception of telephone charges incurred per this directive) associated with an employee's use of a personal residence as an alternative worksite.

Chapter 7. Schedule Modification and Termination of Telework Agreements

7.1 Supervisors may require employees to report to their official worksite on a scheduled telework day to accommodate workload demands or for other official purposes. When possible, an employee will be provided advance notice in writing of any change to their telework schedule or alternative worksite.

7.2 Employees may request a change to their scheduled telework day in a particular week or biweekly pay period or alternative worksite. Such a request will be made in writing and in advance. Supervisors should accommodate these requests, whenever possible, consistent with mission requirements.

7.3 Termination of a Telework Agreement can be initiated by either the supervisor or the employee.

7.3.1 If the supervisor is initiating the termination, it will be recorded in WebTADS and include the reason for the termination and provide a minimum of two weeks' notice unless providing such notice is clearly not feasible, is contrary to a collective bargaining agreement, or is not in the best interests of the Agency. Supervisors are responsible for retaining such documentation.

Chapter 8. Reporting Requirements

8.1 The AA, HCM will establish and communicate Agency reporting requirements. All Centers will provide the data necessary for Agency consolidation and analysis as requested to meet Agency and external reporting requirements.

8.2 Reports will be retained for two years. (NPR 1441.1)

Chapter 9. Continuity of Operations (COOP) during National and/or Regional Emergency Situations and Excused Absences

9.1 COOP

9.1.1 During an emergency situation, including a Pandemic Health Crisis, the Telework Program will play a vital role for the Agency's COOP by preserving essential Agency, Headquarters, and/or Center functions and providing an option for employees to continue working during times when they may be prevented from reporting to their official worksite.

9.1.2 COOP supersedes telework policy during an emergency situation. Supervisors may direct employees to telework during a COOP or pandemic health crisis situation. Telework Agreements, mandatory training, and other telework policy requirements are not required in these situations.

9.1.3 An employee directed to telework during a COOP or pandemic health crisis situation does not imply that the employee is eligible for participation during nonemergency periods.

9.2 Excused Absence, Administrative Dismissal, and Emergency Closings

9.2.1 One of the major goals of the Telework Program is to improve continuity of operations during emergency situations that cause a disruption of Government operations. Employees working at alternative worksites:

- a. May not be excused from performing their assigned duties for an interruption in operations at their official worksite (e.g., administrative dismissal, emergency closing, etc.) unless their work cannot be completed due to the interruption.
- b. May be excused from performing their assigned duties during an emergency situation if the emergency (e.g., disruption of electricity, loss of heating or cooling, loss of contact with the official worksite) adversely affects the alternative worksite and prevents continuation of work.

9.2.2 Depending on the situation, such as those described above, employees may be required to report to their official worksite, take approved annual leave or leave without pay, or be granted an excused absence. Employees will communicate with their supervisor to discuss any change which impacts working conditions.

Appendix A. Definitions

Alternative Worksite. A location other than the employee's duty station (official worksite) such as an employee's residence, a Telework Center, an approved facility established by a state, local, or county government for use by teleworkers, or other location that is conducive to performing assigned duties.

Duty Station. The official worksite of the employee for purposes of pay (special salary rates, locality pay adjustments, and travel) in accordance with 5 CFR § 531.605(d).

Eligible Position. A position in which some or all of the employees' assigned duties can effectively be performed away from their duty station without adverse effect on customer service delivery and does not require the direct handling of classified materials on a regular and recurring basis.

Local Commuting Area. The geographic area that constitutes one area for employment purposes. It includes an area in which people live and can reasonably be expected to travel back and forth daily to their usual employment.

Official Worksite. The official worksite is the site where an employee reports for duty. The official worksite of an employee teleworking on a regular and recurring basis will be determined on a case-by-case basis and documented in the Telework Agreement.

Telework. A work flexibility arrangement under which employees perform their assigned duties and responsibilities and other authorized activities from an approved worksite (normally their residence) other than the location from which the employee would otherwise work.

Telework Agreement. A written agreement outlining a specific work arrangement between a supervisor and an employee. Telework Agreements are mandatory for an employee's participation in the telework program (except in an emergency situation).

Telework Center. A General Services Administration or other approved facility established by state, local, or county government or private sector organization for use by teleworkers.

Appendix B. Acronyms

AA	Assistant Administrator
CIO	Chief Information Officer
CFR	Code of Federal Regulation
COOP	Continuity of Operations
EEO	Equal Employment Opportunity
HC/HRD	Human Capital/Human Resources Directors
HRO	Human Resources Officer
HCM	Human Capital Management
IT	Information Technology
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NSSC	NASA Shared Services Center
OIC	Officials in Charge
SATERN	System for Administration, Training, and Educational Resources for NASA
TMO	Telework Managing Officer
WebTADS	Web-based Time & Attendance Distribution System

Appendix C. Telework Agreement

C.1 Employee Certification

C.1.1 I have read and understand NPR 3600.2 and any applicable Center-specific policies and procedures relative to telework and will fulfill all my responsibilities in accordance with such policies and procedures.

C.1.2 If I began teleworking at NASA on or after December 9, 2010, I have completed employee-specific telework training, such as the training offered in SATERN.

C.1.3 I understand that I must demonstrate an acceptable level of performance in order to telework and my last rating of record cannot be less than Fully Successful.

C.1.4 I understand that telework is not an entitlement, that it cannot impact mission accomplishment, and that I may be required to report to the official worksite on a scheduled telework day to accommodate workload demands or other official purposes and such notice will be provided in advance.

C.1.5 I will ensure that my workstation, computer, and work area are appropriately set up to ensure my safety and the adequate protection and security of any NASA-provided equipment and data in my possession.

C.1.6 I will comply with Government-wide regulations and Agency/Center policies and procedures for the safeguarding of information. (NPD 1381.17 and NPR 1382.1)

C.1.7 I will adhere to the same time and attendance rules as non-teleworkers, including the procedures for adjusting my work schedule, requesting leave, overtime, or compensatory time, and I will accurately record time while in a telework status on my timecard.

C.1.8 I understand how working at an alternative worksite (e.g., residence, Telework Center, or location outside of my local commuting area) may impact my pay, benefits, and entitlement to compensation for travel.

C.1.9 I understand that I may be required to work during Center closure, administrative dismissal, etc. to the extent the closure/dismissal coincides with my scheduled telework. I understand that I am expected to follow Center policy and applicable collective bargaining agreements with respect to Center closures, (e.g., inclement weather or other events including emergency situations), and I will communicate with my supervisor regarding my individual situation.

C.1.10 I will communicate with my supervisor to discuss any change which adversely affects working conditions at the alternative worksite and prevents continuation of work, such as disruption of utility services, loss of contact with the official worksite, etc. Depending on the situation, and at the discretion of my supervisor, I may be required to report to the official worksite, required to request leave, encouraged to follow an alternate work schedule, or if appropriate and on a case-by-case basis, be granted an excused absence.

C.1.11 I understand that telework is not a substitute for dependent or elder care. However, telework can be valuable to me should I have care giving responsibilities. Time saved commuting can be spent with family members, and the flexibility of being closer to home may enable me to take less time off for activities such as doctor's visits, school programs, etc. A teenaged child or elderly relative might also be home with me, after school or during the day, as long as they are independently pursuing their own activities. I understand that I may request and be approved to telework during the work day when I am not performing dependent or elder care responsibilities.

C.1.12 I will be available to communicate with my supervisor on a regular basis regarding work products done remotely.

C.1.13 I understand that my participation in the Telework Program is strictly voluntary, (except during any period of time my Center is operating under a COOP/pandemic health crisis situation), and I may discontinue my participation upon providing sufficient notification if feasible (i.e., typically two weeks) to my supervisor.

C.1.14 I understand that a request to telework outside of my local commuting area requires special considerations because of potential pay, benefits, and security concerns. This may require special rationale and a supplemental agreement related to the telework arrangement to ensure NASA and my interests are protected. I should submit the request at least 90 days prior to commencement of the agreement.

C.1.15 I understand that my supervisor may terminate this agreement by giving advance notice and providing rationale. In addition, I understand that my supervisor may terminate this agreement should my performance fail to meet my performance standards, my conduct results in disciplinary action, or the telework arrangement fails to meet the needs of the organization.

C.1.16 I understand that I will be evaluated consistent with the Agency's regular performance management system (i.e., telework employees will be treated the same as non-telework employees with regard to performance management and performance ratings).

C.1.17 I understand that I will receive the same treatment and opportunities as non-telework employees for work

assignments, awards/recognition, advancement, and development opportunities.

C.1.18 I certify that I have read and understand the terms and conditions of this telework agreement and have discussed them with my supervisor.

C.2 Supervisor Certification

C.2.1 I have read and understand NPR 3600.2 and any applicable Center-specific policies and procedures relative to telework, completed training for supervisors or managers of teleworkers, such as offered via SATERN, and I will fulfill all my responsibilities in accordance with applicable policies and procedures and this agreement.

C.2.2 I have determined the employee is eligible to telework, including ensuring that the employee has completed telework training if they began teleworking at NASA since December 9, 2010, employee's most recent performance summary rating is at least Fully Successful, they have the necessary tools (e.g., computer hardware, software, and communications equipment), and no disciplinary action against the employee has been taken in the last 12 months.

C.2.3 I understand that I may not authorize an employee to telework under any circumstances unless a telework agreement has been established in accordance with NPR 3600.2 except during any period of time the Center is operating under a COOP/pandemic health crisis situation in which time I may require an employee to telework with or without a Telework Agreement in place.

C.2.4 I have discussed performance level and communication expectations while in a telework status with the employee.

C.2.5 I have discussed with the employee the need to ensure a safe alternative worksite and the adequate protection and security of any NASA-provided equipment and data in his/her possession.

C.2.6 I have reviewed the Government-wide regulations and Agency/Center policies and procedures regarding the safeguarding of information. (NPD 1382.17 and NPR 1382.1)

C.2.7 I have confirmed that the employee understands that he/she must adhere to the same time and attendance rules as non-teleworkers, including the procedures for requesting adjustments to work schedules, leave, overtime, or compensatory time. In addition, I have informed the employee of his/her responsibility of ensuring that time while in a telework status must be accurately recorded on his/her timecard.

C.2.8 I have discussed with the employee how working at an alternative worksite (e.g., residence or Telework Center) may impact his/her pay and entitlement to compensation for travel and that he/she may be required to telework during Center closure, administrative dismissal, etc. to the extent the closure/dismissal coincides with his/her scheduled telework.

C.2.9 I understand that a request to telework outside the local commuting area requires special considerations and may impact the employee's pay, benefits, and entitlement to compensation for travel. This arrangement also raises potential safety and security concerns. I will ensure appropriate safeguards have been established to prevent compromise of NASA information. For requests to telework outside the local commuting area, I shall coordinate with the Center Office of Human Capital. Such a request may require a supplemental agreement related to the telework arrangement to ensure NASA and my employee's interests are protected. I have made the employee aware that the request should be submitted at least 90 days prior to commencement of the agreement.

C.2.10 I will communicate with my employee on a regular basis regarding work products, meetings, etc.

C.2.11 I acknowledge that employees participating in a telework arrangement will be evaluated consistent with the Agency's regular performance management system (i.e., telework employees will be treated the same as non-telework employees with regard to performance management and performance ratings).

C.2.12 I acknowledge that employees participating in a telework arrangement will receive the same treatment and opportunities as non-telework employees for work assignments, awards/recognition, advancement, and development opportunities.

C.2.13 I certify that I have read and understand the terms and conditions of this telework agreement and have discussed them with my employee.